

Leave/Overtime Requests For Approvers

This presentation covers the following:

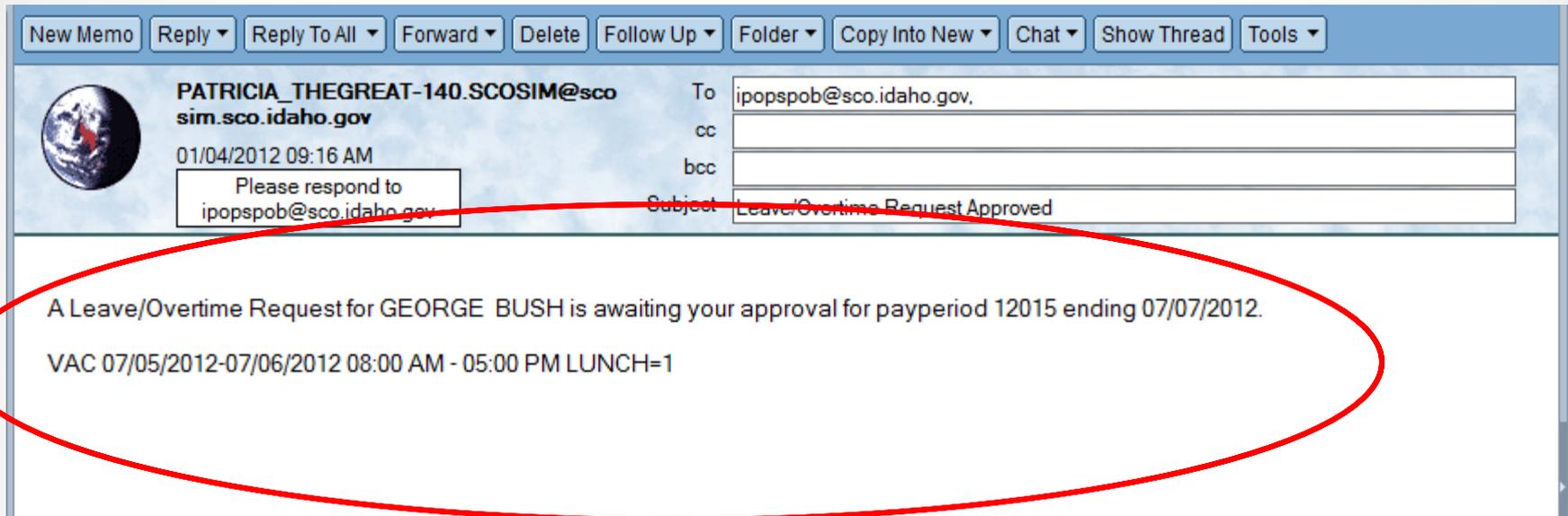
- [Basic Information](#)
- [E-mail Notifications](#)
- [Reviewing/Approving a Leave/Overtime Request](#)
- [Creating a Request on an Employee's Behalf](#)
- [Accessing an Archived Request](#)

Note: each agenda item is linked to its position within the presentation. If you would like to skip ahead or review a specific action, click on the links above.

Leave/Overtime Requests: Basic Information

- The agency's central payroll officer (CPO), approvers, reviewers and time entry assistants (TEAs) will have a 'Review Request Actions' button on in the left navigation frame in I-TIME when their agency is using the online Leave/Overtime Request.
- The employee will not be able to submit their time sheet until all leave/overtime requests have been acted upon by the approver.
- If the employee attempts to submit their time sheet before an action has been taken on a leave/overtime request, an e-mail message will be generated to the approver advising immediate action is required.
- If the approver makes a change to the employee's time sheet, a new or revised leave request may need to be processed.

Leave/Overtime Requests: Email Notifications



When an employee submits a leave/overtime request, an e-mail notification is generated and sent to the approver. The e-mail notification will display the employee's name, pay period number, pay period ending date, earnings code and dates requested for the leave/overtime. An overtime request will display XXX in the earnings code field.

Leave/Overtime Requests: Logging On

The screenshot shows the website for the Office of the State Controller of Idaho. The header includes the state logo, the name Brandon D Woolf, and a navigation menu with 'Logon' circled in red. A yellow callout box points to the 'Logon' button in the navigation menu. The main content area has a 'What's New' section and a 'Controller's Welcome' section with an 'Online Logon' button also circled in red. A sidebar on the left lists various services, and a footer contains privacy and accessibility information.

STATE OF IDAHO U.S.A.
Brandon D Woolf
Office of the State Controller

HOME **Logon** Help Desks About Us Contact Search

Accounting
Payroll
Computer Services
Training
Public Information
Board of Examiners
SSA 218 Agreement

What's New

To log on, click one of the logon buttons to bring up the log on screen.

Controller's Welcome
Welcome to our Web page. It has been developed to create a more efficient and effective working government...
[Read More](#)

Applications
Online Logon

About the Office
[Contact Information](#)
[Duties of the State Controller](#)
[Employment](#)
[History](#)
[Management Team](#)
[National Boards & Committees](#)
[State Boards & Committees](#)

Office of the State Controller
700 W. State St.
P.O. Box 83720
Boise, ID 83720-0011
Phone: 208 334-3100

Privacy & Security Accessibility Related Links Access Idaho

Leave/Overtime Requests: Logging On

Application Selection Menu

You will only be able to access those applications you have been authorized to use.
If you do not have authorization to enter an application that you wish to,
contact your agency security administrator.

Change Password

Log Off

Change Question/Answer

Welcome:

[Declare State Surplus Property](#)

Board of Examiners

Declare State Surplus Property

[Employee Self Service](#)

Medical and Dental Enrollment, FSA, Direct Deposit,
Address, Deductions

[Form W-2](#)

Employee Form W-2

[GAAP Closing Packages](#)

Agency FYE Accrual Entries for the
State Comprehensive Annual Financial Report

[IBIS](#)

Idaho Business Intelligence System

State Financial Reporting System

[I-TIME](#)

Idaho Employee Time Entry System

[Online Reporting](#)

Agency Financial and Payroll Reports

[Pay Stubs](#)

Employee Pay Stubs

[Statewide Accounting System](#)

Adjustments, Budgetary, Cash Receipts, P-Card,

Payment Services, Req-PO, Travel

Reimbursement, Vendor Maintenance,

Vendor Remittance

To access the employee's leave/overtime request, click on 'I-TIME' on the Application Selection Menu to get started.

Leave/Overtime Requests: Reviewing/Approving a Request

I-Time 07/19/2013

[\[Top\]](#) [\[Bottom\]](#)

Welcome: Gerald

- Enter Time
07/07/13 - 07/20/1
- View/Print Reports
- Review Time Sheet
- **Review Request Actions**
- Applications Menu
- Log Off

Help

Review Request Actions

Review Requests by:
Time Entry Location:

Review Requests by Employee:
Time Entry Location:

Employee:

- ADAMS, JOHN J - 0102
- ADAMS, JOHN J - 9999
- ARTHUR, CHESTER C - 0121
- CARTER, JIMMY J - 0110
- CLEVELAND, GROVER G - 0263

[Continue](#)

Select 'Review Request Actions' in the navigation area on the left. Leave/overtime requests can be viewed by time entry location (TEL) or by employee. Once you have chosen your TEL or employee, click on 'Continue'.

Note: all employees within a TEL can be displayed by choosing that TEL from the drop-down list.

Leave/Overtime Requests: Reviewing/Approving a Request

I-Time 07/19/2013

Welcome: Gerald

- Enter Time
07/07/13 - 07/20/13
- View/Print Reports
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- Log Off

Help

SCO Notice

[\[Top\]](#) [\[Bottom\]](#)

BARACK OBAMA OPERATIONS IT SYS SECURITY ANLYST,SR	0247	08/04/2013 - 08/17/2013 Leave Request Request-Approved
SYLVIA PLATH ADMINISTRATION FINANCIAL MANAGER	0239	No Requests Found.
J POLK OPERATIONS IT OPS ANALYST, SCO	0025	07/07/2013 - 07/20/2013 Leave Request Request-Pending 10/27/2013 - 11/09/2013 Overtime Request Request-Draft

All of the current and future leave/overtime requests will appear for that employee or for all of the employees in a specific TEL. To open a request, click on the color coded status link.

Note: if no requests have been created for an employee, 'No Requests Found' will be displayed in the review.

Leave/Overtime Requests: Reviewing/Approving a Request

YOSHIKO UCHIDA	0252	
HUMAN RESOURCES FINANCIAL SPECIALIST		07/07/2013 - 07/20/2013 Leave Request Request-Approved 09/01/2013 - 09/14/2013 Leave Request Request-Draft 09/01/2013 - 09/14/2013 Leave Request Request-Pending 09/01/2013 - 09/14/2013 Leave Request Request-Approved 09/01/2013 - 09/14/2013 Leave Request Request-Denied 09/01/2013 - 09/14/2013 Overtime Request Request-Deleted

The statuses of the requests are color-coded according to where they are in the approval process.

Leave/Overtime Requests: Reviewing/Approving a Request

Leave Summary

SIC 07/12/2013-07/12/2013 08:00 AM - 05:00 PM LUNCH=1

Week 1

Time Code	Sun 07/07/2013
SIC	

When the approver clicks on the colored link, the employee's leave/overtime request will open in a new window. The approver will see the leave summary, employee comments, timestamp, and audit trail. The approver can also add comments to the request.

Week 2

Time Code	Sun 07/14/2013	Mon 07/15/2013	Tue 07/16/2013	Wed 07/17/2013	Thu 07/18/2013	Fri 07/19/2013	Sat 07/20/2013	Total
	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Employee Comments	Approver Comments
TAKING OFF FRIDAY TO GO CAMPING.	

Timestamp	Audit Trail
7/19/2013 1:27:29 PM	JAMES POLK-140 - Created and Submitted

Leave/Overtime Requests: Reviewing/Approving a Request



The screenshot shows a web interface for reviewing a leave/overtime request. At the top, a dark red header bar contains the text "Leave/Overtime Request" in white. Below this header is a dark blue bar with three white buttons: "Approve", "Deny", and "Cancel". Below the blue bar is a white bar with three blue buttons: "Edit", "Cancel", and "Delete". A red oval highlights the "Approve", "Deny", "Cancel", and "Delete" buttons. Below the buttons, the form displays the following information:

Employee Name:	J JAMES POLK
Pay Period:	07/07/2013 to 07/20/2013
Leave Balances as of 07/06/2013 (accurate for current timesheet - will change with each payroll processed)	

Once the request has been opened for review, the approver has the following options on the request:

Approve: will generate an e-mail notification to the employee stating their leave/overtime request has been approved.

Deny: will generate an e-mail notification to the employee stating their leave/overtime request has been denied.

Delete: will generate an e-mail notification to the employee stating their leave/overtime request has been deleted. This action should be used when the request should not have occurred.

Cancel: will cancel out of the leave/overtime request without saving the changes.

Edit: will allow the approver to edit the leave/overtime request. No e-mail notification will be generated for the employee.

Leave/Overtime Requests: Reviewing/Approving a Request

The screenshot shows the I-Time web application interface. The top navigation bar includes the date 07/19/2013 and links for [Top] and [Bottom]. The main content area is titled "Employee Time sheets" and features a "Time Entry Location:" label next to a dropdown menu. A red circle highlights the dropdown menu, and another red circle highlights the "Continue" button. The left sidebar contains a navigation menu with the following items: "Welcome: Gerald", "Enter Time" (with a date range of 07/07/13 - 07/20/13), "View/Print Reports", "Review Time Sheet" (circled in red), "Review Request Actions", "Applications Menu", "Log Off", "Help", and "SCO Notice".

07/19/2013

[\[Top\]](#) [\[Bottom\]](#)

Employee Time sheets

Time Entry Location:

[Continue](#)

• **Review Time Sheet**

• Review Request Actions

• Applications Menu

• Log Off

Help

SCO Notice

Leave requests can also be accessed by clicking the 'Review Time Sheet' button, selecting a TEL and clicking on 'Continue'.

Leave/Overtime Requests: Reviewing/Approving a Request

07/22/2013

I-Time

Welcome: Gerald

- Enter Time
- 07/07/13 - 07/20/1 ▾
- View/Print Reports
- Review Time Sheet
- Review Request Actions
- Applications Menu
- Log Off

Help

SCO Notice

[\[Top\]](#) [\[Bottom\]](#)

The time sheets for all employees in that TEL will be displayed. If the employee has a leave/overtime request, it can be opened by clicking on the request in this view.

Note: this is the same view that would appear if the approver selected a TEL (rather than an individual employee) in 'Review Request Actions' view.

Current	N	Y	N		Sun	Mon	Tue	Wed	Thu	Fri	Sat		
Override					07/14	07/15	07/16	07/17	07/18	07/19	07/20		
	2	ACT			8.0	8.0	8.0	8.0	8.0	8.0		40.0	80

Signed by ULYSSESS GRANT-140 at 7/18/2013 4:18:10 PM

Awaiting Approval by Approver

Current	N	Y	N		Sun	Mon	Tue	Wed	Thu	Fri	Sat		
Override					07/14	07/15	07/16	07/17	07/18	07/19	07/20		
	2	ACT			8.0	8.0	8.0	8.0	8.0	8.0		40.0	80

Employee has NOT signed time sheet.
Draft

Current	N	Y	N		Sun	Mon	Tue	Wed	Thu	Fri	Sat		
Override					07/14	07/15	07/16	07/17	07/18	07/19	07/20		
	2	ACT			8.0	8.0	8.0	8.0	8.0	8.0		40.0	80

Employee has NOT signed time sheet.
Draft

Current	N	Y	N		Sun	Mon	Tue	Wed	Thu	Fri	Sat		
Override					07/14	07/15	07/16	07/17	07/18	07/19	07/20		
	2	ACT			8.0	8.0	8.0	8.0	8.0	8.0		40.0	80

Employee has NOT signed time sheet.
Draft

RICHARD NIXON		0130	No access to open timesheet at this status.										
PERSONNEL			Sick: 1295.6 VAC: 139.6 RHH: 0 COMP: 0 OCH: 0										
BUR CHIEF-PAYROLL SVCS			Leave Request Request-Pending										
Week	Time Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week Total	Grand Total			
1	VAC		8.0	8.0	8.0	8.0	8.0		40.0				
Current		RHH	OVT	Shift									
Override		N	Y	N									

Leave/Overtime Requests: Creating a Request

07/22/2013

I-Time

Welcome: Gerald

- Enter Time
07/07/13 - 07/20/13
- View/Print Reports
- Review Time Sheet
- Review Request Actions
- Applications Menu
- Log Off

Help

SCO Notice

[Top](#) | [Bottom](#)

[Show All Time Sheets](#) [Show Unapproved Time Sheets](#)

JOHN ADAMS	0102	Create/View Time Sheet	
ADMINISTRATION CHIEF DEPUTY CONTROLLER			
	RHH	OVT	Shift
Current	N	N	N
Override			
Marked for No Time this pay period.			

JOHN ADAMS	9999	Create/View Time Sheet	
ADMINISTRATION CHIEF DEPUTY CONTROLLER			
	RHH	OVT	Shift
Current			
Override			
No hours saved for the payperiod.			

JIMMY CARTER	0110	Create/View Time Sheet	
ADMINISTRATION FINANCIAL TECHNICIAN			
	RHH	OVT	Shift
Current			
Override			

To create a leave/overtime request on behalf of an employee, click on 'Create/View Time Sheet'.

Leave/Overtime Requests: Creating a Request

I-Time 07/22/2013 [\[Save\]](#) [\[Submit\]](#) [\[Comments\]](#) [\[Cancel\]](#) [\[Reset\]](#) [\[Approve\]](#) [\[Disapprove\]](#)

[\[Top\]](#) [\[Bottom\]](#) [\[Leave Balances\]](#) [\[Week One\]](#) [\[Week Two\]](#) [\[Overrides\]](#) [\[Status\]](#)

Cost Accounting

Pay Period: 07/07/2013 to 07/20/2013 Pay Date: 08/02/2013
 Employee Name: JOHN ADAMS Pay Location: 1010
 Position: 9999 TEL Name: ADMINISTRATION
 CHIEF DEPUTY CONTROLLI

Leave Balances

Create Leave/Overtime Request

Leave Balances as of 07/06/2013 (accurate for current timesheet - will change with each payroll processed)
 SIC: 354.5 VAC: 11.2

Week One

Once the timesheet has opened, click on Create/Leave Overtime Request.

Select To Delete	Time Code	Sun 07/07	Mon 07/08	Tue 07/09	Wed 07/10	Thu 07/11	Fri 07/12	Sat 07/13	Total
<input type="checkbox"/>	▼								0.0
<input type="checkbox"/>	▼								0.0
<input type="checkbox"/>	▼								0.0
<input type="checkbox"/>	▼								0.0
Totals:		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Leave/Overtime Requests: Creating a Request

Save
Submit
Cancel

Leave/Overtime Request

Employee Name: JOHN J ADAMS

Pay Period: 07/07/2013 to 07/20/2013

Leave Balances as of 07/06/2013 (accurate for current timesheet - will change with each payroll processed)				
SIC: 354.5	VAC: 11.2	RHH: 0	COMP: 0	OCH: 0

Leave Request Overtime Request

When creating a leave/overtime request, approvers are able to save, submit or cancel the request.

Week 1

Select to Delete	Select to Edit	Time Code	Sun 07/07/2013	Mon 07/08/2013	Tue 07/09/2013	Wed 07/10/2013	Thu 07/11/2013	Fri 07/12/2013	Sat 07/13/2013	Total

Week 2

Select to Delete	Select to Edit	Time Code	Sun 07/14/2013	Mon 07/15/2013	Tue 07/16/2013	Wed 07/17/2013	Thu 07/18/2013	Fri 07/19/2013	Sat 07/20/2013	Total

Employee Comments
Approver Comments

Timestamp
Audit Trail

• www.sco.idaho.gov, revised 7/26/13

• 15

Leave/Overtime Requests: Creating Request

I-Time
07/22/2013

[\[Top\]](#) [\[Bottom\]](#)

<input type="button" value="Approve"/> <input type="button" value="Disapprove"/>		ULYSSESS GRANT 9993		Create/View Time Sheet				View Comments					
PERSONNEL BUDGET/FACILITIES COORD		Sick: 149 VAC: 0 RHH: 0 COMP: 0 OCH: 0											
Week	Time Code	Sun 07/07	Mon 07/08	Tue 07/09	Wed 07/10	Thu 07/11	Fri 07/12	Sat 07/13	Week Total	Grand Total			
1	ACT		8.0	8.0	8.0	8.0	8.0		40.0				
		Sun	Mon	Tue	Wed	Thu	Fri	Sat					
Current		RHH	OVT	Shift									
		N	Y	N									

Upon submission of the request, the approver will be redirected to the 'Review Time Sheet' view.

RICHARD NIXON 0130		No access to open timesheet at this status.											
PERSONNEL BUR CHIEF-PAYROLL SVCS		Sick: 1295.6 VAC: 139.6 RHH: 0 COMP: 0 OCH: 0											
Leave Request Request-Pending													
Week	Time Code	Sun 07/07	Mon 07/08	Tue 07/09	Wed 07/10	Thu 07/11	Fri 07/12	Sat 07/13	Week Total	Grand Total			
1	VAC		8.0	8.0	8.0	8.0	8.0		40.0				
		Sun	Mon	Tue	Wed	Thu	Fri	Sat					
		07/14	07/15	07/16	07/17	07/18	07/19	07/20					
2	ACT		8.0	8.0	8.0	8.0	8.0		40.0	80			
Current		RHH	OVT	Shift									
		N	Y	N									
Override													

Employee has NOT signed time sheet.
Draft

Welcome: Gerald

- Enter Time
- 07/07/13 - 07/20/1 ▾
- View/Print Reports
- Review Time Sheet
- Review Request Actions
- Applications Menu
- Log Off

Help

SCO Notice

Leave/Overtime Requests

Accessing an Archived Request

Approvers can select **View/Print Time Sheets** to view archived timesheets. Indicate if the employee is active or termed, the employee's name, the archive year and a pay period. Click on 'Continue' to run the report.

View or Print Time Sheet

Report Criteria/Sort: Report Type = Employee Time Sheet
Options: Pay Periods Selected = 13016

Active Employees/Positions
 Termed Employees/Positions

Select Employee: WASHINGTON, GEORGE
ADAMS, JOHN - 0102
ARTHUR, CHESTER - 0121
CARTER, JIMMY - 0110
CLEVELAND, GROVER - 0263
CLINTON, WILLIAM - 0234

Select Archive: Current

Select Report Type: Employee Time Sheet

Select Pay Period: Pay Period: 13014 Beg/End Date: 06/09 to 06/22 Pay Date: 07/05
Pay Period: 13015 Beg/End Date: 06/23 to 07/06 Pay Date: 07/19
Pay Period: 13016 Beg/End Date: 07/07 to 07/20 Pay Date: 08/02
Pay Period: 13017 Beg/End Date: 07/21 to 08/03 Pay Date: 08/16

[Continue](#)

Leave/Overtime Requests: Accessing an Archived Request

07/19/2013
I-Time

[\[Top\]](#) [\[Bottom\]](#)

[Print Time Sheet](#) [Return to Selection Screen](#)

**State of Idaho
Payroll Time Sheet**

Pay Period: 06/23/2013 to 07/06/2013 **Pay Date:** 07/19/2013
Employee Name: GROVER CLEVELAND **Pay Location:** 3038
PCN: 0263 PROGRAM SYSTEM **TEL Name:** PAYROLL
Batch Number: 70029

[View Leave/Overtime Requests](#)

SIC: 3.7	VAC: 28	RHH: 0	COMP: 0	OCH: 0
----------	---------	--------	---------	--------

Click on the 'View/Leave Overtime Requests' link inside the archived time sheet.

Time Code	Sun 06/23	Mon 06/24	Tue 06/25	Wed 06/26	Thr 06/27	Fri 06/28	Sat 06/29	Totals			
ACT		8.0	8.0	8.0	8.0	8.0		40.0			
Totals:	0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0			

Help
SCO Notice Week 1

Leave/Overtime Requests: Accessing an Archived Request

I-Time 07/19/2013

Welcome: Grover

- Enter Time

07/07/13 - 07/20/1

- View/Print Reports
- Applications Menu
- Log Off

Help

SCO Notice

Week 1

[\[Top\]](#) [\[Bottom\]](#)

[Print Time Sheet](#) [Return to Selection Screen](#)

**State of Idaho
Payroll Time Sheet**

Pay Period: 06/23/2013
Employee Name: GROVER C
PCN: 0263 PRO
SPEC-AUTO
Batch Number: 70029

Click on the color coded status to view the request.

[View Leave/Overtime Requests](#)

Request-Approved
VAC 07/01/2013-07/03/2013 08:00 AM - 05:00 PM LUNCH=1
VAC 07/05/2013-07/05/2013 08:00 AM - 05:00 PM LUNCH=1

SIC: 3.7	VAC: 28	RHH: 0	COMP: 0	OCH: 0
----------	---------	--------	---------	--------

Leave/Overtime Requests: Accessing an Archived Request

Leave/Overtime Request

[Cancel](#)

Employee Name: GROVER G CLEVELAND
 Pay Period: 06/23/2013 to 07/06/2013

Click 'Cancel' after viewing.

Leave Summary

VAC 07/01/2013-07/03/2013 08:00 AM - 05:00 PM LUNCH=1
 VAC 07/05/2013-07/05/2013 08:00 AM - 05:00 PM LUNCH=1

Week 1

Time Code	Sun 06/23/2013	Mon 06/24/2013	Tue 06/25/2013	Wed 06/26/2013	Thu 06/27/2013	Fri 06/28/2013	Sat 06/29/2013	Total
	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Week 2

Time Code	Sun 06/30/2013	Mon 07/01/2013	Tue 07/02/2013	Wed 07/03/2013	Thu 07/04/2013	Fri 07/05/2013	Sat 07/06/2013	Total
VAC		8.0	8.0	8.0				
VAC						8.0		
	0.0	8.0	8.0	8.0	0.0	8.0	0.0	32.0

Employee Comments	Approver Comments
TAKING TIME OFF TO CAMP OVER THE HOLIDAY.	

Thank You for Participating!

If you have additional questions that were not included in this online session, please utilize the following options:

- Access the help button in I-TIME
- Contact your local payroll office or
- E-mail the DSP Help Desk at dsphelp@sco.idaho.gov
- For questions regarding this PowerPoint or for training needs, please contact dsptrainer@sco.idaho.gov